



Application Pack

ACADEMY:	Manor Drive Secondary Academy
ROLE:	Higher Level Teaching Assistant
START DATE:	Immediate
SALARY:	Grade 7 Point 12 Actual Salary: £21,841
HOURS:	Monday, Tuesday, Thursday 8.15am – 4pm Wednesday 8.15am – 4.10pm Friday 8.15am – 2.15pm Term time plus 5 days 50 minutes lunch break
CLOSING DATE:	Monday 21 September 2026



11-16 Non-selective, all ability
Secondary School

Academy Roll:
750 (Year 7 –Year 11)

Headteacher:
Mrs J Sludds





Four Cs Academy Trust

Dear Applicant,

We are delighted that you are considering applying for a role at Manor Drive Secondary Academy, part of the Four Cs Academy Trust. Our vision is to ensure that every student succeeds; build on what learners already know; make learning vivid and real; make learning an enjoyable experience; and enrich the learning experience that we offer.

The Four Cs MAT, became a legal entity in March 2017, and provides a framework for strong primary / secondary links, allowing skilled leaders and practitioners from all institutions to come together to enable students to flourish and achieve.

In September 2022 the Trust opened two new schools: Manor Drive Primary Academy and Manor Drive Secondary Academy.

The Trustees and Governors of the institutions are fully committed to celebrating the success of every child and providing excellence in the classroom. If you are interested in working for a forward-thinking Trust with a wealth of opportunities to work across sites and Key Stages, look no further. Successful new recruits can look forward to extensive support and professional development which can be translated into excellent outcomes for the young people which we serve.

For more information, please visit www.fourcsmat.org.uk





Message from Chair of Governors

Thank you very much for your interest in the post at Manor Drive Secondary Academy. This post is an exciting opportunity to work in a wonderful secondary school.

We want all our students to become independent and confident young people, who are sensitive to others, interested in the world around them and prepared for the challenges ahead.

The Governors have an important role in supporting the Headteacher in the delivery of a great education, framed by our core values: Knowledge, Strength, Respect and Ambition.

We are looking for colleagues who can lead by example, holding and articulating the Academy's vision and values and focusing on providing an excellent education for our students.

Thank you again for your interest in Manor Drive Secondary Academy and Four Cs MAT and I hope that the information contained within this pack provides information to help you to decide if you have the right qualities, skills and experience to apply for this exciting position.

Yours sincerely

Jonathan Theobalds
CHAIR OF GOVERNORS





Message from Headteacher

Thank you for your interest in this role at Manor Drive Secondary Academy.

I am incredibly proud to be the Headteacher of our innovative, vibrant and growing school. Our students are very well mannered, respectful of each other and proud of their school. Relationships with parents are constructive and parents are keen to support the school and the children's learning. The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life.

We have a strong commitment to developing our students as a whole; not only achieving excellent examination results but through our Enrichment curriculum and in preparing them for their adult lives. This was commended in our recent OFSTED inspection, with Personal Development being graded as outstanding.

We are looking to appoint dynamic, enthusiastic and inspirational colleagues to join our growing team. I hope that having browsed our website and reviewed the information provided you will be interested in applying for this post. If you have any questions or wish to arrange a visit to the school, please contact Penny Noble on pnoble@manordrivesecondary.org.uk

This is an incredibly exciting time to join Manor Drive Secondary Academy to play a vital role of ensuring that we provide outstanding opportunities to the students in our school.

Yours sincerely,

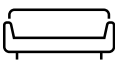
Jo Sludds
HEADTEACHER





Staff Wellbeing and Benefits

Manor Drive Secondary Academy is committed to attracting, developing and retaining top talent to achieve high performance. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

	All teaching staff, and some support staff (depending on role) are provided with a laptop.
	Staff gym with new facilities is available to all staff.
	Employee Assistance Programme is available to all staff which offers free legal, money advice and personal support and guidance.
	Staff wellbeing quiet room for use by all staff if required. We recognise that you may need time to reflect or 'take a moment' sometimes.
	Multiple staff rooms around the building.
	Free car parking on site.
	Seasonal and ad-hoc staff incentives such as Christmas Staff advent calendar, staff breakfasts, coffee mornings and other staff organised events.
	Excellent professional development, guidance and support.



Working at MDSA

The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us. In a recent survey, 100% said they were either happy, really happy or loved their job! We asked staff to give us feedback about what it is like to work at MDSA, here are some of their wonderful comments:

Quotes from Staff

"I love the atmosphere at Manor Drive Academy, it is so friendly and feels like such a positive community. Every day I walk into school I feel excited at what the day might hold which is not something I have always felt in other school I have worked in. We have some amazing students at Manor Drive and staff that go above and beyond to work with them. The wellbeing of staff and students is one of the key elements of the school DNA which makes it not just a safe place for staff and students but also a place full of possibilities.

The enrichment programme that we run means that there are so many options to explore and try out creative ideas for the students to get involved in. The senior team are genuinely concerned with making sure that staff are looked after and have the best opportunities to grow and develop. This is by far the best school I have worked in."

"MDSA is a place of work where staff wellbeing is a priority and not just lip service"

"I feel incredibly grateful for the unwavering and ongoing support and guidance I've received from my mentor and colleagues at MDSA throughout my teaching journey. Their encouragement and belief in my potential have been instrumental in my growth and progression."

"MDSA has a holistic approach to Staff wellbeing. Senior leadership take each staff member's workload, health, and wellbeing into account throughout the school year. There is an Open-door policy which allows us to feel safe and heard. I never get that 'Sunday night' feeling."

"When you spend so much time at work, it is incredibly important to feel happy and safe, not only physically but also psychologically. MDSA makes me feel not only safe, but valued and appreciated for being me, and all that that brings. I feel that my voice is not only heard but respected and valued. Staff are treated as equals, regardless of job title or role. Joining the MDSA family has been the best decision I could have ever made."

"I have never worked in a school where my subject has been so valued, which in turn has made me feel valued. The freedom, which I have been given to lead my department in a way which I see fit, has given me immense professional satisfaction and has helped me develop my own skills incredibly. I know that if I need anything, be it advice, resources or just a pep talk, my SLT are always there to listen and I have been extremely grateful for their actions, when I have been struggling with workload. I have never worked at a school which has valued my well-being as much as MDSA."

"I am proud to work at Manor Drive, a place that truly values and supports its staff and students. Since starting in September, I've felt incredibly welcomed, and I have been able to build great relationships with both colleagues and students. The school provides a strong sense of community and has supported me every step of the way in my teaching career. Manor Drive is an environment that prioritises both wellbeing and manageable workloads, making it a privilege to be part of a team that cares for the growth, health, and happiness of everyone involved."

"The environment that staff have created in Manor Drive School allow each member of staff to grow in their role in a safe and supported way. I started my role at Manor Drive after being in Education for 37 years. I started as a volunteer Mentor and found the work environment welcoming and supportive. So much so that I approached the Head to see if there were any roles I could apply for. I mentioned ELSA. I was welcomed, heard and felt appreciated right away. I was placed in the Wellbeing Team and given the role of ELSA."



Higher Level Teaching Assistant

Manor Drive Secondary Academy is a brand new, oversubscribed school in the north of Peterborough, Cambridgeshire. The school is very much the centre of the local community and is situated amongst a thriving new housing estate. We welcomed the first cohort of 120 Year 7 students in September 2022. Manor Drive is an ideal place to enhance your career, in a small team with high expectations. Whilst being an innovative and dynamic Academy, we have traditional values and high standards both for our students and staff. Staff are extremely supportive with ambitions of exceptional outcomes for all.

We wish to appoint an additional HLTA to work under the direction of the SENCO to enable access to learning for all pupils.

We are looking for a proactive, creative and forward thinking individual to raise attainment and achievement for students. In addition, you will adapt and deliver learning activities to individual students or small groups. Part of this role will be to provide personal care for physically disabled students.

Consistent and effective communication are required together with the ability to use own initiative.

WHAT WE CAN OFFER YOU:

- The rare and exciting opportunity to work in a new, growing school and be part of something from early in the school journey
- Excellent professional development, guidance and support.
- Strong focus on student and staff wellbeing
- Free staff parking
- Use of staff room space
- Staff gym
- Staff laptop

We welcome questions from prospective applicants, please contact, Penny Noble by email: pnoble@manordrivesecondary.org.uk We reserve the right to close the job advert early should we receive a high number of applications.

Closing date for applications is noon on Monday 21 September 2026

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.



Person Specification

You should be able to demonstrate that you meet the following criteria:

E = Essential, D = Desirable

Measured by: A= Application Form, R = Reference, I = Interview

QUALIFICATIONS AND TRAINING

E	4 GCSEs at Grade 4 or above (or equivalent) including Maths and English	A
D	Training/qualification in Special Educational Needs	A

EXPERIENCE

E	Experience with working with children or young adults with learning difficulties	A/I/R
E	Ability to teach individuals or small groups	I/R
E	Ability to react to situations appropriately and follow procedures	I/R
E	Interest in developing positive relationships	A/I/R
E	Interest and knowledge of difficulties faced by individuals and strategies to support these	A/I/R
E	Interest in developing and broadening children's educational experience	A/I
D	Ability to organise and manage learning environments and relevant resources	A/I
D	Experience in Literacy / Numeracy/ Intervention instruction of small groups	A/I

KNOWLEDGE

E	Understanding of the workings of a school and SEND department	A/I
E	Knowledge of SEN including specific difficulties	A/I
E	Knowledge of safeguarding procedures	I/R
D	Experience of working with students with a wide range of difficulties	A/I
D	Experience of Exam Specials Arrangements.	A/I/R
D	Knowledge of the graduated approach.	

SKILLS

E	Ability to relate to children, young adults and adults	A/I
E	Good communication skills in English, including competence in literacy, numeracy and ICT	A/I
E	Ability to plan and deliver learning activities	A/I
E	Ability to meet the need of any student	A/I
E	Ability to be involved in all training required to meet the needs of the students	A/I
E	Interest in student welfare and a respect for the difference in people	A/I
E	Tact and diplomacy	A/I
E	Good time management and organisational skills	A/I
E	Ability to meet parents / professionals	A/I
D	Ability to assess the needs of a student and feedback on their progress	A/I
		A/I



Person Specification

You should be able to demonstrate that you meet the following criteria:

E = Essential, D = Desirable

Measured by: A= Application Form, R = Reference, I = Interview

DISPOSITION			
E		Enthusiasm, warmth and patience	A/I/R
E		Flexible team player with a sense of humour	A/I/R
E		Enjoys a challenge	A/I/R
E		Ability to remain calm under pressure	A/I/R
E		Anti discriminatory and aware of prejudice	A/I/R
D		Commitment to training	I
D		Willing to evaluate practice	I



JOB DESCRIPTION

JOB TITLE:	HIGHER LEVEL TEACHING ASSISTANT
RESPONSIBLE TO:	SENCO
BUDGET	NONE

OVERALL RESPONSIBILITY:

Working under the direction of the SENCO to:

- follow the graduated approach by assessing, planning, delivering and reviewing group interventions (including functional skills Maths and English) outside of the classroom for a dedicated year group.
- liaise with our team of teaching assistants to plan, deliver and assess 1:1 interventions.
- support the SENCO in all admin matters with a key focus on writing learning plans and pupil passports.
- liaise with staff, parents and external bodies.
- support professionals in sharing student progress.

DUTIES:

Supporting the Student

1. Under the guidance of the SENCO undertake work/care/support programmes to enable access to learning for students including the planning and delivery of Functional Skills Maths and English.
2. Be responsible for adapting and delivering learning activities/interventions with individuals or small groups who would benefit from a different learning approach as agreed.
3. Contribute to planning and reviewing EHCP provision.
4. Encourage and promote the inclusion and acceptance of all students.
5. Monitor student progression.
6. Support with all key transitions.
7. Support Exams Special Arrangements.
8. Aid the learning of students by:
 - Supporting teaching assistants who work within the classroom.
 - Contribute to planning, delivery and review of 1:1 interventions within the Teaching Assistant team.
 - Developing appropriate resources to support the student/students;
 - Liaising with the Class Teacher about EHCPs, Pupil Passports and Learning Plans.
 - Provide feedback to students in relation to progress and achievement.
 - Be involved in providing personal care (to include toileting and feeding if necessary) for physically disabled students.
8. Be involved in the day-to-day management of our SEN students and responding to their needs.
9. Become familiar and involved in training of assistive technology.
10. Be willing to be involved in training that will focus on various SEN needs, to endeavour to meet need.
11. Attend CPD sessions and take responsibility for own CPD needs.
12. Communicate directly with parents and external agencies where appropriate regarding student's support.

Supporting the SENCO

1. Monitor and track progress to assist in developing Learning Plans for children with additional needs.
2. Provide detailed and regular feedback to the SENCO on student achievement, progress, problems, etc contribute to the management of student behaviour, including anticipating and taking action to prevent potential problems arising.
3. Undertake support activities for the SENCO as required.
4. To attend required meetings.

Supporting the Curriculum

1. Plan, deliver and review student progress of all taught interventions including Functional Skills Maths and English.
2. Provided targeted support to enhance learning and improve attainment.
3. Communicate student needs and reasonable adjustments within dedicated year group to all staff.
4. Review progress of students via learning plans.